

1993

1993 Resident Handbook

State University of New York College at Cortland

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Cortland College Off-Campus Services Program



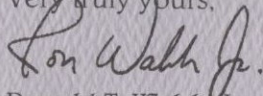
OFF-CAMPUS HOUSING HANDBOOK

Dear Students,

I am pleased to take this opportunity to welcome you to the off-campus Cortland community. Let me encourage you to read this handbook as it will help you to avoid many of the pitfalls students experience when moving off-campus.

Let me also take this opportunity to remind you, as a resident of the larger Cortland community, that you will likely be sharing a neighborhood with non-students. As a member of your new neighborhood I invite you to make every effort to get to know your non-student neighbors and to share our pride in Cortland.

Very truly yours,



Ronald T. Walsh, Jr.
Mayor

Dear Students,

The most important decision that you will have to make during your adult life will most likely be housing related. The largest purchase that the average person makes during his or her lifetime will be that of a home. Being an educated housing consumer will save you an endless amount of grief and aggravation, whether it be the rental of an apartment or the purchase of a home.

This off-campus housing handbook is a comprehensive guide for selecting and securing safe and adequate housing. This new revised edition is much more "user friendly" and condensed for your convenience. This publication has proven to be a tremendous resource for students seeking housing in the City of Cortland. Those who utilize it will be rewarded; those who do not will more than likely suffer the consequences!

Sincerely,



Gary L. Thomas
Executive Director
C.H.A.C., Inc.
City Alderman, 1st Ward

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Writing, Editing & Layout - Donna M. Margine

Layout & Printing - Terrence P. Brennan

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HOUSING

The search for housing can be extremely frustrating. Just remember that the same hassles that confront you have been encountered and conquered by thousands before you. Our best advice: start early, stay calm and don't despair !! Eventually you will connect with what you are looking for. The time spent in a thorough search of the housing market will be well rewarded. You will enjoy your place and avoid the legal hassles that may arise if you sign a lease hastily.

Determining Your Needs

Your first step in finding a place off campus is to examine rationally your finances and expectations. Another very important part of determining your needs is deciding what kind of roommate you will want. People who don't take the time to get to know their prospective housemate (Do they play their stereo at 11 pm ? Do they leave dirty dishes in the sink for weeks ? etc.) often regret it later. If the costs strike you as being much higher than what you had expected to pay, reconsider your perceptions of living off campus. It may be possible for you to minimize costs and save for unexpected expenses, such as miscellaneous repairs, medical bills or increases in utility costs.

ASSESSMENT OF CORTLAND'S LIVING SITUATION AND HOUSING CONCERNS

The student housing has changed drastically as we begin the decade of the 90's. There was once a critical shortage of adequate off-campus housing, but due to the efforts of some private developers, the current college administration and the changes in the local housing market, this is no longer the case. Several new student housing units have been constructed and this has created a much healthier housing market than had previously existed. Since the competition is keen for prospective student housing tenants, the local landlords are for the most part offering a better quality product than in the 80's. As in any business, the law of supply and demand has impacted the current market in a very favorable manner for the students.

Many landlords who did not offer quality housing are no longer in business. By-in-large, the student housing that is now available is a

safer, more affordable version of what was offered in the previous years. Much of the credit for this situation must also go to the students themselves as they have become more knowledgeable of their rights with respect to securing safe, decent and sanitary housing units.

HOUSING AVAILABILITY

Finding A Place To Live

Begin early! This assures you a better selection of places, more time to examine them and more time to carefully read over the lease or rental agreement that you will have to live with. January is not too early to explore the area and neighborhood you prefer to live...how close to campus will you be ? Then you should collect the information that you will need to be a wise renter, investigate the pros and cons of certain locations for the types of housing arrangements in this area, and to conduct a thoughtful search for a housemate. If you wait until late March or April, your hunt for housing for the fall semester is going to be rushed, and decisions about your housing made hastily or minimized because of other obligations and demands upon your time. The Office of Student Life and the Off-Campus Services Program publishes a list of available **inspected** housing for the upcoming academic year that may be obtained in Corey Union. As you begin to narrow your options regarding specific housing locations, make sure that you are not compromising your upbringing and lifestyle just to live off-campus. You should be thoroughly inspecting your potential residence, making sure that it is a safe, clean and decent place to live.

FAIR HOUSING

Title VIII of the 1968 Civil Rights Act, the Federal Fair Housing Law, states that it is a policy of the United States to provide fair housing for its citizens within constitutional limitations. Discrimination in the sale, rental or financing of dwellings on the basis of race, color, religion, sex, sexual preference or national origin is specifically prohibited under this law. Similarly, New York State's Human Rights and Real Property Laws prohibit discrimination and housing based on disability, marital status, family composition (presence of children) and age, as well as the above. If you have questions or concerns with respect to discrimination in the rental of housing, please contact the Fair Housing Office at 756-5410.

Tenants' Rights...You Have A Right !

New York State law provides a Warranty of Habitability which states that in every rental agreement there is an implied guarantee that the house or apartment is safe and livable "...the premises so leased or rented and all areas used in connection therewith in common with other tenants or residents are fit for human habitation and for the uses reasonably intended by the parties and that the occupants of such premises shall not be subjected to any conditions which would be dangerous, hazardous or detrimental to their life, health or safety" (New York State Real Property Law, Section 235-b).

SELECTING AN APARTMENT

Below is a list of things to notice, inquire about and do when being shown an apartment. Taking the time and effort to be an observant and well informed consumer of your potential housing, may be pivotal to your choice of, and subsequent happiness living off-campus.

- After finding out how much the rent is, ask whether the amount quoted includes all utilities, heat and hot water, and whether a security deposit will be required. The standard security deposit is normally equivalent to one (1) month's rent.

- It is helpful to use the Housing Conditions Checklist (page 13 & 14) to assess the condition of your dwelling before paying your security deposit. Copies of the checklist are available in the Office of Student Life.

- It's a good idea to take pictures of the premises or have a friend inspect them with you to document its condition before tenancy begins. It is also advisable to note the date and time the pictures are taken, and have a friend witness them.

- Inquire as best you can whether there are plans to sell or renovate the building. If so, be sure your lease contains a provision protecting your tenancy.

- Speak with the present tenants if possible, and get their views of the landlord and/or agent, the attention to repairs and maintenance the rent they are paying, the condition of the building and estimates of utilities and other costs.

- Ask about the landlord's policy regarding picture hanging. Some will allow only stick-on type hangers; others prefer small nails. If you plan to hang your own posters, pictures etc., paint or wallpaper, get the landlord's permission in writing first.

- Check the location of the apartment with neighborhood conveniences (e.g. stores, laundromats, bus lines, etc.).

- Find out whether pets of any type are allowed.

- Find out what your landlord's snow removal policy is (who shovels the snow on the sidewalk and/or driveway?)

- Find out what your landlord's recycling policy is... does he/she follow the City Ordinances ? **AND** Do you know what those City Ordinances are ?

- If you have a car, ask about parking arrangements...possible fees, policies, and City Ordinances.

- If the apartment is heated by radiators, check the floor around them, if it is discolored or warped, the radiator leaks. Also, check for a functioning pressure release valve, usually on the side of the radiator.

- Are there storm windows and doors, and adequate insulation, etc.? Find out who controls the thermostat for your apartment, especially if the landlord pays the heating bill.

- Look for cracks in walls or ceilings, or warped floors as this may indicate a leaky roof or plumbing in the adjoining apartment.

- Pull shades or venetian blinds open and closed to check for rips and broken or missing blades. Check windows for cracks and broken panes. Window screens should not be bellowed or ripped, they are a must for warm weather.

- If there is a fireplace, ask if it works and if you may use it. Check the flue for smooth operation. If you have any doubts, call the City of Cortland Fire Department and they will come check it for you.

- Check the closet space, noting height and depth of storage areas. Inquire about additional storage area (attic or basement).

- Check the kitchen cupboards and drawers for easy opening.

- Check each room for sufficient electrical outlets and be sure they work. If you plan on using any major appliances (air conditioners, etc.) inquire about special permission and adequate wiring. If it is a furnished apartment, determine if sufficient lighting fixtures and bulbs are furnished.

- Check the range burners and oven to be sure they are clean, and in safe working order. Check the refrigerator for operation and size; see if it is large enough for your needs. Also, check the rubber gasket lining around the refrigerator door for cracks or tears. It is usually difficult to determine how well the appliances work until after you have moved in, unless you are able to talk to the present tenants in the landlord's absence.

- Check for vermin or signs of them (evidence of gnawing, droppings, holes in woodwork or baseboard, unsanitary conditions, grease and food scraps that have not been properly removed) by looking inside cupboards, behind stoves and refrigerators, in all corners, under the sink and in any other likely place. Open cupboard doors quickly and quietly to catch insects before they crawl back into the woodwork.

Remember - Be Thorough !

ZONING LAWS

The City of Cortland's Zoning Laws forbid any more than three (3) unrelated people from occupying one unit of housing. There are however some exceptions to this law. The exceptions are those units of housing that previously contained more than three unrelated people prior to June 1978 when the "Grandfather Clause" went into effect. The housing units that fall under the "Grandfather Clause" heading refer to those preexisting circumstances within a dwelling that are allowed to continue as they were prior to June 1978. In September 1988, the City of Cortland's Zoning Ordinance 17-2 amended the definition of "family" to make it clear and more concise in defining how many people could live in a dwelling unit.

The term "family" is defined according to City Zoning Ordinance 17-2 (definition and word usage) as: "Four or more college students who attend at least half-time, any college, university, or other institution authorized to confer degrees by the State of New York shall be

presumed **NOT** to be a functional family unit.” As students searching for housing in the Cortland community, it is to your advantage to inquire as to the zoning classification of any potential residence. If you have any questions concerning the Zoning Laws, particularly with regard to the legal number of individuals permitted to live in your choice of housing, contact the City of Cortland Code Enforcement Office 753-1741.

HOUSING CODES

Cortland has housing codes that specifically apply to renter occupied dwellings. Simple, easy-to-use and easy-to-read summaries of these codes and ordinances are available. The codes outline minimal standards for all dwelling units. Some of the items included in the Housing Code are: zoning, plumbing specifications for kitchen and bathroom, room ventilation, fire exits, garbage cans, light and electrical regulations, heat, screens, size specifications for floor space and ceiling height, building maintenance, and maintenance of property around the building. Copies of the City of Cortland Housing Code may be obtained from the Code Enforcement Office at 25 Court Street.

FILING A COMPLAINT

You can file a complaint merely by calling the code Enforcement Office. Generally, an inspector will come on the next business day and will file an inspection report which becomes a matter of public record. A landlord cannot prevent an inspection and in Cortland she/he is not called before an inspection is made. If there is a violation of the Housing Code, your landlord **WILL** be notified and given time to correct it. A reinspection will be scheduled at the end of that time period. Any violation discovered during winter which requires exterior repairs may be postponed until spring.

Remember When Making A Complaint You Need To :

- Arrange to be at your apartment when the inspector comes so that you can personally point out the suspected violations. If you cannot be there, have a friend or neighbor show the inspector the violation(s).

- Make sure the inspector sees all violations and lists each one separately. It's a good idea to ask the inspector for a copy of the inspection sheet. If you don't get one, call the Code Enforcement Office and request that one be mailed to you as soon as possible. It is important for you to know whether the landlord has been cited and for what.

- Get the inspector's name and note the day the inspection occurred. If nothing happens within a reasonable period of time, call the Code Enforcement Office again and re-register your complaint.

Follow Up

An inspector from Code Enforcement will reinspect the unit on a scheduled date. If the violation has not been corrected and your landlord has a good reason for the delay, an extension may be granted by the inspector. If at the end of that period a second extension is requested, it must be approved by the Director of Code Enforcement.

If your landlord is not cooperating, or wishes to contest the violation, a hearing will be held with the landlord and the inspector present. Afterwards an order will be issued which withdraws, modifies, or sustains the violation. Should your landlord fail to respond to the order, the case will be turned over to the City Corporation Counsel for court action.

Retaliation

Landlords are prohibited from harassing or retaliating against tenants who exercise their rights in good faith. For example landlords may not seek to evict tenants solely because tenants (a) make good faith complaints to a government agency about violations of any health or safety laws; or (b) take good faith actions to protect rights under their lease; or (c) participate in tenants organizations. Tenants may collect damages from landlords who violate this law, which applies to all rentals except owner-occupied dwellings with fewer than four units (Real Property Law 223-b).

HOUSEMATES

You may want to share a dwelling with one or more housemates. The advantages of housemates are companionship and sharing of the work load and finances. You should seriously consider the choice of a housemate since there are important legal, financial, and personal implications of living together.

Housemates need to agree on the length of lease desired and on the method of signing the lease. This may be done in one of two ways: 1) A lease that is joint and separately liable is the most common. If one roommate leaves, those remaining are responsible for the lease, including the entire rent; or 2) The lease may be separately obligated, i.e., each individual is responsible for a share of the rent and shares responsibility for damages. **This is very important to remember with housemates who may be leaving for a semester or part of a semester to study abroad, student teach, take part in an internship or practicum experience, or be on academic probation or under academic contract.**

Budgeting is another important aspect of sharing a dwelling. For the satisfaction of all involved, it is important to coordinate and divide not only the rent, but the utilities, groceries, and other household expenses as well. When buying items for the apartment it is often best to each buy something rather than to share the cost. That way, when one of you moves, you will know what belongs to whom. When deciding whose name will appear on the telephone bill or utility bill, remember that that person will be responsible for the payment of the bill. If the others do not pay and your name is on the bill, it will be your credit that is damaged. Don't agree to share a dwelling with another person until all of the parties involved have considered the following:

- The suitability of ages, personalities, backgrounds, and attitudes toward privacy and other personal issues.
- Standards of cleanliness and the division of household work, including cooking, cleaning and shopping.
- Comparable standards of living, including the ability and desire to spend on food, furnishings, and household maintenance.
- Academic concerns relating to student teaching, study abroad, internships, practicum, and academic probation. All of these factors greatly impact the rental situation between housemates.

- The compatibility of life styles, such as study habits, and general values concerning alcohol, drugs, smoking, overnight guests, and frequency of guests/parties.

- Agreeable temperatures for heating and air conditioning.

Only after potential roommates have discussed and agreed on these factors should they begin to look for a place to rent.

HOUSE RULES

The physical setting of each apartment and the personalities of the people sharing it can vary greatly. This is a partial listing of some issues which may or may not be important to you in the development of "House Rules." Feel free to consider these or any other issues you find important.

- Food - purchase, and preparation of...
- Housecleaning - who cleans, how clean ?
- Noise/Privacy Issues- parties, guests, music, study hours
- Cigarettes/Alcohol/Drugs
- Personal Property- identification of joint purchases, borrowing and loaning of personal items.
- Property Upkeep (if not done by landlord) general repairs, yard work, snow removal
- Damages - to apartment, to personal property
- Vehicles - use of, parking
- Pets - are they allowed, who is responsible ?
- How will "house" or interpersonal disagreements be handled?
- How will the group deal with the loss or addition of a roommate?

JOINT AND SEVERAL LIABILITY

Once you have entered into an agreement (oral or written) with a landlord it is legally binding. The law states that each co-tenant (housemate) is individually liable for all monies owed the landlord for any reason. This means that the landlord can hold any one of the co-tenants responsible for all monies owed. Therefore, it is important that all co-tenants have an understanding among themselves regarding who is to pay what. **This is very important to remember with housemates who may be leaving for a semester or part of a semester to study abroad, student teach, take part in an internship or practicum experience, or be on academic probation or under academic contract.**

The same basic principle applies to the phone and all utility bills. The person whose name appears on the bill is fully responsible to see that the bill is paid and will be the person the utility company holds responsible no matter what informal or formal agreements s/he has made with housemates.

LEASES

A lease is a contract between a landlord and tenant which contains the terms and conditions of the rental. It cannot be changed while it is in effect unless both parties agree. A lease may be oral or written. However, an oral lease for more than one year cannot be enforced (General Obligations Law 5-701).

Unless the lease states otherwise, the landlord is obligated to deliver possession of the apartment to the tenant at the beginning of the tenancy. If the landlord fails to do so, the tenant has the right to cancel the lease and obtain a full refund of any deposit (Real Property Law 223-a).

Plain English Lease

Leases must use words with common and everyday meanings and must be clear and coherent. Sections of leases must be appropriately captioned and the print must be large enough to read easily (General Obligations Law 5-702;C.P.L.R. 4544).

Unconscionable Lease Clauses

Most landlords use printed form leases which they ask tenants to sign on a take-it-or-leave-it basis. The law does not require that any particular lease be used. Since tenants often have no meaningful opportunity to reject lease provisions, the courts may refuse to enforce a provision found to be unreasonably favorable to the landlord. Nevertheless, read your lease and all riders carefully before you sign. **DO NOT RELY ON ORAL PROMISES. MAKE SURE THAT ALL PROMISES AND AGREEMENTS ARE WRITTEN IN THE LEASE BEFORE SIGNING IT.** It is wise to consult CCSA'S legal counsel, the Off-Campus Services Program Coordinator, or visit CHAC, Inc., if you have any questions about your lease (Real Property Law 235-c).

BEFORE You Sign Your Lease... Make Sure That :

- the lease ends when you want it to. If you'll be leaving in May, don't sign a lease that ends in June - you might not find anyone to take over your responsibility.

- if you have pets, the lease you sign should clearly indicate that you have the right to keep Rover, Morris or Flipper.
- there are no hidden charges or outrageous late fees.
- the landlord cannot terminate the lease abruptly with little or no pretext.
- you are not responsible for structural repairs.
- if the landlord agrees to pay utilities, or some utilities, this is clearly indicated.
- you don't agree to absurd clauses. For example: "If any legal proceedings are necessary, the tenant shall pay all damages, court costs, interest expenses and attorney's fees incurred by the landlord in such proceedings".
- if the lease refers to another document ("Schedule 1 is hereto annexed and made a part of this lease) you get a copy of the other document.
- the landlord cannot, unless in an emergency, violate the privacy of your apartment without your permission.
- No matter what, **Get It In Writing!** This includes changes in the lease, special permission...**anything regarding anything !!!**
- if you have any questions about your lease... **Don't sign it !** Bring it to CHAC, CCSA's legal counsel, the Off-Campus Services Program Coordinator or a lawyer. S/he'll check it out. Check all available avenues first, an ounce of prevention will be worth more than you know later on.

SECURITY DEPOSITS

A security deposit may be required by the landlord whether or not you have a lease. The amount of the deposit is entirely up to the landlord, but usually the standard security deposit is one (1) month's rent. A security deposit of more than one month's rent may be unreasonable. Many landlords combine this deposit into a security/damage deposit, to pay for any damage you do to the apartment and/or apply it to the last months rent.

The General Obligations Law of New York Requires that the landlord do certain things with a deposit. If the landlord collects security deposits for six or more dwelling units, the money must be put in an interest-bearing bank account and the tenant must be paid that interest minus a 1% service charge. If your landlord does not fit into this category, s/he has two options: the money may be placed in an interest-bearing account or in a non-interest trust account. The choice is up to the landlord, but if the money earns interest, it must be returned to the tenant minus the 1% fee. In any case, the landlord must supply you with the name and address of the bank where your deposit is located and the type of account it is in, if you request it. **The security deposit may not be used as a penalty. It may be withheld only for damages. Even if you have broken other clauses of the lease, any clause in the lease which specifies withholding of the security deposit for any reason other than damages is void.**

Be aware that you are clearly responsible for damages caused to the landlords' property by either individual action or that of your housemates. You are not responsible for normal wear and tear. What is damages beyond normal wear and tear is answered only by a factual analysis and the wording of the written lease. The landlord has one calendar month to furnish the tenant with an itemized statement of the damage and the estimated or actual cost of repairing. If you disagree with the landlord's decision, you can fight it. Talk with the landlord first. If you are not satisfied, you will have to go to Small Claims Court to get it back.

HOUSING CONDITION CHECKLIST

Cortland Housing Assistance Council (CHAC) has devised a checklist that will help you to completely outline the condition of all the rooms (and the contents) of your house or apartment. We strongly urge everyone to use the housing condition checklist. One of the biggest problems tenants run into is recovering their security deposits when they move out. If you and your landlord fill out the checklist you may avoid a great deal of trouble. Copies of the checklist are available in the Office of Student Life. Make sure that you have a copy for each tenant and the landlord. Have each tenant and the landlord sign and date each copy of the checklist **BEFORE** you sign a lease or agree to move in.

Off-Campus Services Program

Housing Condition Checklist

Date Inspected: _____ Address: _____

Kitchen	Excellent	Adequate	Poor	None	Comments
Cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Counter Tops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exhaust Fan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Range Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Screens/Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Bathroom	Excellent	Adequate	Poor	None	Comments
Lavatory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Medicine Cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tub/Shower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Vanity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floors (Impervious)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exhaust Fan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Towel Bars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Windows/Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Bedroom No. 1	Excellent	Adequate	Poor	None	Comments
Blinds/Drapes/Shades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ceilings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Closets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floors/Carpets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Windows/Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Bedroom No. 2	Excellent	Adequate	Poor	None	Comments
Blinds/Drapes/Shades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceilings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Closets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors/Carpets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windows/Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Bedroom No. 3					
Blinds/Drapes/Shades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceilings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Closets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors/Carpets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windows/Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Exterior					
Handrails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drainage at Entranceways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mailboxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Garbage Cans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General

What type/condition is the heating source ? _____

Is there adequate electrical supply (100 amp per apartment minimum) ? _____

Is there adequate security (dead bolt locks, proper lighting, etc.) ? _____

Is there an adequate number of working smoke detectors ? _____ If no, demand them !

A good landlord will respect you for being thorough. By utilizing this checklist, you may point out areas that the landlord would like to improve upon. Taking pictures of each room is also a good idea.

I have inspected the apartment specified above and have found it to be in an acceptable condition except as noted. I understand that it is my responsibility to maintain the apartment in a safe and proper condition and to leave it as I found it except for normal wear.

(Resident's Signature) _____ Date _____

(Witness) _____ Date _____

Be very detailed in your description of the damages. "Damaged" or "not working" does not clearly indicate the problem. Describe it as fully as "torn", "chipped", "water spotted", "scratched in left corner", "rusted in back", etc. You don't want to be paying for someone else's damage nor do you want to be assessed for normal wear and tear. Taking pictures of the place before you move in will also help protect your security deposit. Unless you have a polaroid camera, it is going to be a few days before you see the pictures so you may want to go in and take the photos a couple of days ahead of moving day. You should have plenty of light and/or high speed film if the apartment is dark.

If the landlord is hesitant to fill out the checklist with you, inform him or her that the checklist will also protect the landlord if the tenant damages the property. Strongly question the motives of a landlord who will not sign a document that gives an honest evaluation of the premises. The checklist is one of the few ways you can assure that your security deposit is protected.

SMOKE DETECTORS

Before you sign a lease, make sure the house or apartment has a sufficient number of working smoke detectors. If your apartment doesn't have them, demand that they be installed. Three-fourths of all fire deaths occur in residential fires and many occur between 9:00 p.m. and 6:00 a.m. when most people are asleep. The best location for your smoke detector is near the sleeping area. Proper maintenance is important: check the alarm with the test button; allow smoke to drift in the chamber; change the batteries before they weaken; and vacuum out dust particles. It is advisable to develop a fire escape plan from your house or apartment and make sure everyone in the household knows about it.

Many tenants assume that their belongings are protected under their landlord's insurance policy. This is not the case. If you are a fulltime student, or under 21 and not fully emancipated, your parents' homeowners' or tenants' policy may cover you for loss due to fire and theft. Check their policy under "off premises" coverage.

HEATING

Heat must be supplied from October 1 through May 31, to tenants in multiple dwellings (if included in the rental fee); if the outdoor temperature falls below 55 F between 6:00 a.m. and 10:00 p.m.; each apartment must be heated to a temperature of at least 68 F.

Before signing a lease requiring payment of individual heating and cooling bills, prospective tenants are entitled to receive a complete set or summary of the past two years' bills. These copies must be provided free upon written request. This law encourages landlords to make buildings more energy efficient and helps prospective tenants to more accurately calculate their expenses. Generally a phone call to NYSEG (gas company) or NIMO (electric company) will supply you with this information.

PETS

It is not advisable for students to have pets. Many students do not have resources to maintain the financial commitment (veterinarian bills, licensing, daily care and feeding, immunizations, spaying/neutering) animals require. Most students do not have the time to properly care for an animal. Most leases will prohibit a tenant from having pets.

SMALL CLAIMS COURT: A CHANCE FOR FAIR PLAY

You don't need a lawyer to take your case to court - not if you know how to use Small Claims Court ! Small Claims Court is a special court meant to be used by people without lawyers. It is a simple, inexpensive way to settle disputes over relatively small amounts of money (less than \$2000). Ordinary civil courts have very complicated rules. A lay person (someone who is not a lawyer) would have little chance of winning a case, especially if the other side had a lawyer. In Small Claims Court, the rules are not as strict. You have a chance to explain your side of the case in your own way. There is no jury; the judge will decide the case according to the law. Small Claims Court also gives people a chance to bring their cases to court without paying expensive court filing fees. It only costs a few dollars to bring a case to Small Claims Court. For a case in which one party refuses to cooperate with the other, or it is intentionally breaking the law, Small Claims Court is the most appropriate action.

How To File A Claim

First you must go to the 2nd floor of City Hall, to the Small Claims Court office. You will fill out an application form to file a claim and pay a small fee (\$4-\$5). The Court Clerk will be able to help you fill out the form, and will also be able to answer your questions about what to do. The Clerk will make sure you have filled out the form correctly, then type up a Summons to send to the person or business you are suing. The Summons will tell the person when to come to court. A date for you to come to court will be set at the time you file the claim.

What Will Happen In Small Claims Court

In Small Claims court, you and the person you are suing will each get a chance to tell your side of the story. You should bring anything you have that shows why you should win. In order to win a claim, you must bring in proof to show that the person you are suing owes you money. For instance, if you feel your landlord has unjustly withheld your security deposit, you will need to provide receipts, pictures, affidavits, etc.

What Happens To Your Claim

Two things can happen to a case brought in Small Claims Court. You and the person you are suing may come to an agreement, or settlement, on what would be fair. You should make sure that you get a settlement in writing. The judge will keep a record of that you agreed on and both parties will be expected to abide by it. If you do not reach an agreement, the judge will make a decision based on the evidence in the case. You may be told in court whether you have won or lost, or the judge may send you a decision in the mail. If you win, your landlord will be ordered to pay you the money you are owed. This is called a judgment. The defendant is usually given a certain amount of time to pay the judgment.

Collecting Your Money - If You Win

If you win your case in Small Claims Court, it's up to you to make sure that you get your money. If you haven't gotten paid within two weeks after the judge's decision, call the person you sued and ask for the money.

If you still don't get paid, contact the enforcement officer. The enforcement officer may be the City Court Marshal, sheriff or police, depending on where you live, have the authority to help you get your money.

You will need to inform the enforcement officer what you know about the person who owes you money. Information such as where the person works, banks or the license number of their car will help the enforcement officer to take special steps to see that you get your money. Once you get the money that you are owed, let the court know.

Call NYPIRG'S Small Claims Action Center or your local legal services office if you have questions about where to file your claim or who to contact for help in getting your money. The Court Clerk or Town Justice will be able to help you file your claim and answer questions about the procedure.

SOME TIPS ON SMALL CLAIMS COURT

1. Make sure you know the legal name and address of the person you are suing.
2. Remember, you must file your claim in the town or city where the person you are suing lives or works.
3. Collect all the papers that show that the other person or business owes you money. These may be bill of sale, receipts, invoices, contract, leases, canceled checks, repair bills or estimates.
4. If you have a witness who does not want to come to court with you, be sure to let the Court Clerk know before your trial date. The Clerk can subpoena (or order) that person to come to court.
5. Show up and be on time for your trial date. If you are not there when the judge calls your name, you will probably lose automatically.
6. When your name is called answer "ready". Be calm, polite and brief.
7. Don't try to impress the judge with legal words - just tell him or her the facts of the case.
8. It is your responsibility to collect your money if you win. If you have a hard time, get the City Court Marshall, sheriff or other enforcement officer to help you.

The Off-Campus Services Program

Office of Student Life

Corey Union 401

The Off-Campus Services Program is available to assist you with whatever your off-campus housing concerns may be. If you need advice regarding a tenant/landlord, or housemate conflict, are worried about getting your security deposit returned, have questions about all the things you need to know about moving off-campus, or you need your lease reviewed BEFORE you sign it... you can stop by and get some help from the Off-Campus Services Program, or call ext. 2321.

OFF CAMPUS RESOURCES

CORTLAND HOUSING ASSISTANCE COUNCIL, INC.

4 Lincoln Avenue, 753-8271

Gary L. Thomas, Director

The Cortland Housing Assistance Council, Inc. is a private, not-for-profit corporation that addresses and monitors the housing problems of Cortland County. The CHAC, Inc. is funded in part by the New York State Division of Housing and Community Renewal. The CHAC, Inc. is a United States Department of Housing and Urban Development (H.U.D.) certified and approved housing counseling agency. Any student wishing to have their lease reviewed before signing or have any other housing problem addressed may do so free of charge, by calling for an appointment at 753-8271 or by stopping in at 4 Lincoln Avenue, Suite 203, Cortland.

CITY OF CORTLAND CODE ENFORCEMENT OFFICE

25 Court Street, 753-1741

COUNTY HEALTH DEPARTMENT

County Office Building, 60 Central Avenue 753-5036

AID TO WOMEN VICTIMS OF VIOLENCE (AWVV)

YWCA, 14 Clayton Avenue, 756-6363

College Directory

DEPARTMENT	LOCATION	PHONE
Academic Advisement	206 Miller	4726
Academic Affairs		
Provost and Vice Pres. for	441 Miller	2207
Assoc. Vice Pres.	418 Miller	2206
Admissions	205 Miller	4711
Affirmative Action Officer	401 Miller	2203
Alternative High School	B-112 Van Hoesen	4602
Alumni Association	423 Miller	2516
Annual Fund Office	407 Corey Union	5744
Art Department	246 Dowd Fine Arts	4316
Old Main Studio		2403
Art Gallery		4216
Arts & Sciences		
Dean's Office	Brockway Hall	4312, 4314
Athletics	PER Center	4953
Audiovisual Services	Sperry Center	4115
Automobiles		
Registration of	Public Safety	2111
Auxiliary Services	Neubig Hall	4627
Bank (Citizens Savings)	Neubig Hall	753-3868
Biological Sciences	241 Bowers	2715
Black Studies	224 Cornish	2226
Box Office	Corey Union	5725
	Dowd Fine Arts	2700
Brauer Field Station	RD 2, Box 136	518-767-9538
	Selkirk, NY 12158	
Bursar	330 Miller	2313
Business Affairs		
VP Finance & Management	407 Miller	2211
Assist. VP	325 Miller	2303
Cafeterias	Brockway	4616
	Corey College Union	2128
	Neubig Hall	4699
	Winchell Hall	4618
Career Services	B-5 Van Hoesen	4715
Career Resource Library	B-7 Van Hoesen	2224
CCSA	217 Corey Union	4816
Center for Lifelong Learning	311 Cornish	4213
Center for Multicultural & Gender Studies	332 DeGroat Hall	5784

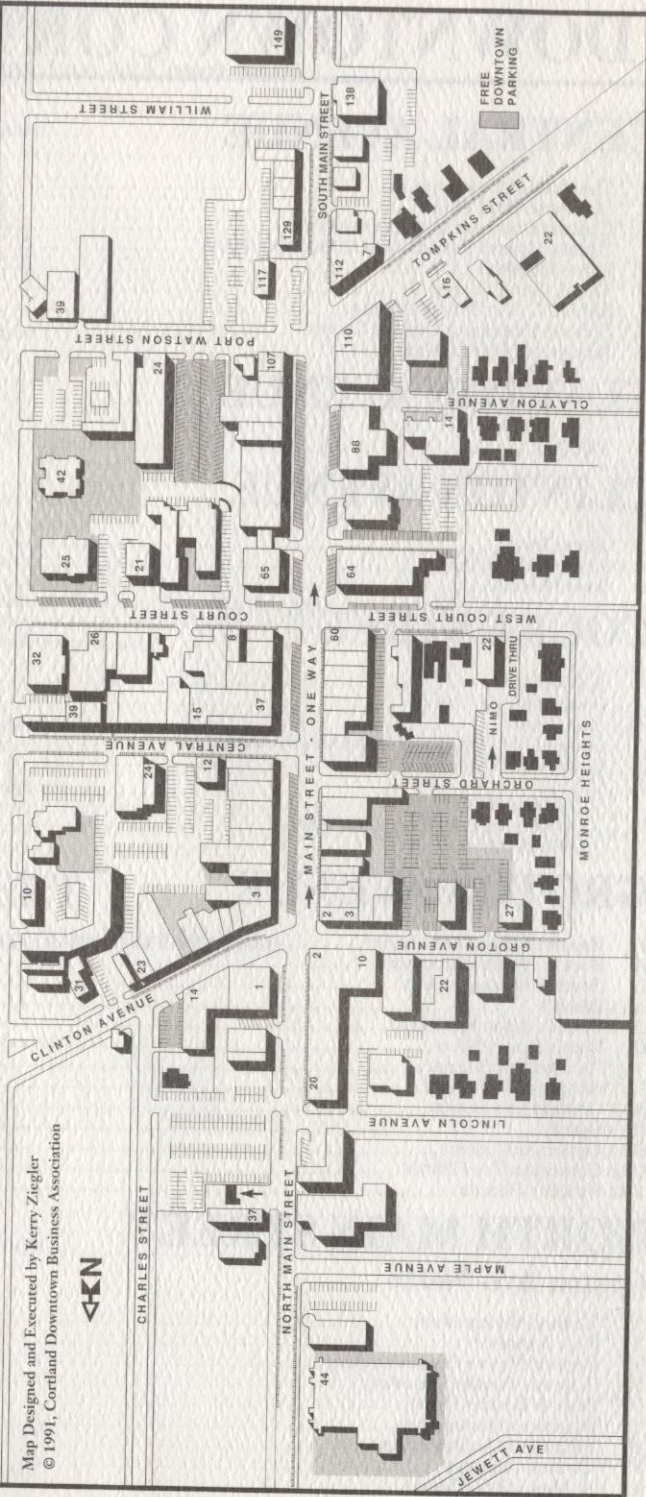
Center for Speech & Hearing Disorders	McDonald Building	756-5423
Chemistry Department	37 Bowers	4323
Cinema Study	DeGroat Hall	2024
College Relations & Development	424 Miller	2518
College Store	Neubig Hall	4621
Campus Corner	Corey Union	4623
Communications Studies	234 Dowd Fine Arts	4201
Computer Center	18 Miller	2501
Conferences	402 Corey Union	2321
Cooperative Education	Van Hoesen	2190
Corey College Union		
Student Life / Union Office	406	2321
Box Office	Lobby Level	2700
Custodians Office	First Floor	4305
Information Desk	Lobby Level	2700
The Dragon Chronicle	First Floor-111	2803
Print Shop	First Floor-107	2806
SAB	405	2826
Scheduling	406	2321
Snack Bar	First Floor	2128
Student Government	Lobby Level-218	4816
NYPIRG	Lobby Level-216	4815
Volunteer Project	Lobby Level-217	2804
Yearbook	404	4821
Counseling	B-44 Van Hoesen	4728
Doctor (College Physician)	B-26 Van Hoesen	4811
Duplicating Center	5 Miller	2515
Economics	D-220 Cornish	4109
Education	D-132 Cornish	2705
Educational Opportunity Program (EOP)	116 Cornish	4808
Emergency Squad	Lower Level Van Hoesen	
Emergency		4111
Business		4112
English	DeGroat Hall	4307
Equipment, Athletic	C-236 Park Center	4940
	Lusk Field House	2520
Facilities Office	309 Miller	2214
Faculty Senate Office	Brockway Lounge	4953
Field House, Lusk	College Field	756-9605
Field Studies	B-125 Van Hoesen	2824
Financial Aid	301 Miller	4717
Food Services (ASC)	Neubig Hall	4627
Foreign Student Advisor	203 Miller	2200
Freshman Experience	206 Miller	4726

Geography	DeGroat Hall	4107
Geology	341 Bowers	2815
Health	101 Moffett	4225
Health Services	B-26 Van Hoesen	4811
Heating Plant	Service Group	2120
History	DeGroat Hall	2723
Holsten Pool	Park Center	2462
Housing	B-57 Van Hoesen	4724
Human Resources (Personnel)	334 Miller	2302
Ice Arena Office	Park Center	4961
Insurance, Health	334 Miller	2524
Interfaith Center	7 Calvert Street	753-1002
International Communications & Culture	Van Hoesen	4303
International Programs	228 Miller	2209
Intramurals	Park Center	4960
Jewish Student Society	Van Hoesen	2453
Judicial Affairs	Van Hoesen	4725
Liberal Arts	DeGroat Hall	4312
Library		
Administrative Office		2221
Electronic Media Center		2529
Periodicals		4050
Reference Desk		2590
Teaching Materials Center		2227
Mail Room	Service Group	2509
Maintenance	Service Group	2100
Mathematics	129 Moffett	4326
Moffett Pool		4200
Mohawk Valley Graduate Center	Cortland	315-792-7285
Motorpool	Service Group	2129
Music	248 Dowd Fine Arts	2811
Newman Hall	8 Calvert Street	753-6737
Off Campus Services	401 Corey Union	2321
Orientation	206 Miller	4726
Outdoor Education Center	Raquette Lake	315-354-4784
Park Center Facilities		4965
Philosophy	DeGroat Hall	2727
Physical Education	Park Center	4955
Physical Plant	Service Group	2100
Physics	144 Bowers	2821
Placement Office	B-5 Van Hoesen	4715
Planetarium	Bowers	2821
Political Science	DeGroat Hall	4106
Post Office	College, Service Group	2509

Cortland Post Office	Main Street	753-0266
President	401 Miller	2201
Print Shop	107 Corey Union	2806
Professional Studies		
Dean's Office	D-206 Cornish	2701, 2702
Psychology	DeGroat Hall	4218
Public Safety	C-17 Van Hoesen	2111
Recreation/Leisure Studies	E-334 Park Center	4941
Registrar	224 Miller	4701
Rehabilitation Services	B-44 Van Hoesen	4728
Residential Services	B-57 Van Hoesen	4724
ROTC - Army	222 Tower B	4814
SAB (Student Activities Board)	405 Corey Union	2826
Scheduling of Courses	224 Miller	4701
Skills Center	A-11 Van Hoesen	4309
Snack Bars	Corey College Union	2939
	Creamery in Brockway	4617
	Miller	2507
	Park Center	2463
Sociology-Anthropology	D-313 Cornish	2726
Speech Pathology	McDonald Building	756-5423
Sperry Learning Resources Center		
Audiovisual Services		4799
Television Services		4119
Sponsored Programs	436 Miller	2511
Sports/Recreation Information	Park Center	4960
Sports Results Hotline		2521
Student Affairs		
Vice Pres. for	441 Miller	4721
Asst. VP	B-57 Van Hoesen	4727
Student Life Office	406 Corey Union	2321
Student Teaching (See Field Studies)		
Study Abroad/International Programs	228 Miller	2209
Summer Sessions	311 Cornish	4207
Teaching Materials	Library	2227
Telecommunications	Smith Tower	2312
Theatre	244 Dowd Fine Arts	5719
Training Room	C-232 Park Center	4962
Tutorial Outreach	B-105 Van Hoesen	4706
Veteran's Affairs	B-5 Van Hoesen	4715
Wellness Center	Van Hoesen Gym	2984
WSUC-FM Radio	Brockway Hall	4818

Downtown Cortland

Map Designed and Executed by Kerry Ziegler
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DOWNTOWN CORTLAND

CENTRAL AVENUE

12	* The Cortland Democrat	753-0610
14	* Harrington Bros. Music	756-5461
15	* Cortland Downtown Business Association	756-9842
	7-Valley Council of Alcoholism & Substance Abuse	756-8970
17	Patino Murphy's	756-9621
19	* Toni & Gerry's Deli-to-Go	753-8040
24	* Richard C. Van Donsel, Attorney	756-6932
33	Catholic Charities of Cortland County	756-5992
41	Antonietta's Hair Fashions	753-1541

CLAYTON AVENUE

14	YWCA	753-9651
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CLINTON AVENUE

13	* Stone Travel	753-8283
14	* Kinney-Gordon Drugs	753-1591
23	Sears Roebuck	753-3301

COURT STREET

8	A.J. Meldrim	756-6162
13	Grace Episcopal Church	753-3073
15	* Ames Linen	756-7111
21	Cortland Fire Department (Administrative Calls)	753-9669
24	* Graph-Tex / Geared 2 Sports	756-7791
25	City Hall	
	•Mayors Office	753-0872
	•Police Dept. (Administrative Calls)	753-3001
	•Youth Bureau	753-3021

GROTON AVENUE

3	Resume & Secretarial Center	753-9907
10	Back to Health Chiropractic	753-1884
11	South American Imports	756-1873
13	Rascal's	753-8101
21	Cavalli's Italian Restaurant	753-3038
22	Dixie's Beauty Salon	753-1550
	The Medicine Shoppe	756-4563
27	* Hollywood Restaurant	756-9514
30	* Cortland Tire Service	753-3373
85	Spanky's	753-0512
87	Groton Ave Liquors	753-3101
120	Convenient Food Market	756-7446
124	Pontillo's Pizzeria	753-3655

NORTH MAIN STREET

Groton Ave- North

1	* Cortland Savings Bank	756-5643
2	* Place Insurance	753-9365
9	Cortland Picture Frame Company	756-6499
10	Volunteer Family Counseling	753-0234
11	* Shaw & Boehler Florist	756-2879
13	Republican Headquarters	753-6381
20	Dubois Paint & Decorating	756-9070
37	* Cortland Hardware	756-7902
44	St. Mary's R.C. Church	756-9967

MAIN STREET

Clinton Ave/Groton Ave. to Court St.

2	Sound Video	756-9396
3	* Main Street Flower Company	753-3379
3	* Sheridan's Jewelry	753-7003
4	* Fashions by Giulia	756-2031
6	* Bargain Town	753-3625
9	Monteleone's Pizzeria	756-7504
10	Community Restaurant	756-5441
11	* Barbara Moss	753-9420
12	Ritz Beauty Salon	756-2512
	Basil's Newstand	
15	* Love of Pete	753-8325
17	* Micro-Age Computer Center	753-9373
18	Lifestyles	753-1230
21	* Crown City Travel	753-3347
24	Regina's	756-5847
26	* Fiorentini Jewelers	753-8288
28	* Mullen Office Outfitters, Inc.	753-3045
29	Rite-Aid Pharmacy	756-9567
33	Cortland Arts Council	753-0722
35	* Crown City Book Shoppe	756-2620
	Nationwide Insurance	753-1179
36	* Marine Midland Bank	756-7575
36	* Meldrim & Mack Attorneys	756-9971
37	Center City Mall	
	Burt's Framery • Music Gallery • The Candy Bar • The New Beach House • New Beach House Cafe • Record Gallery • Kirby's Service • Taz Island Tees • Gentlemen's Quarters Thayer's Key Service • Underground Leather	
38	* State Farm Insurance Co.	756-9969
42	* Bowker Shoe Store	756-2919
45	* Nordic Sports	753-9553
46	* Bentley's True Value Hardware	756-5812
50	* Sarvay Shoe Co.	756-9312
51	* Rose Company	756-5542
54	* Payne Brothers Office Equipment	756-9933
	Balloons Balloons Balloons	753-8622
55	* Jones Jewelry Store	753-0822
60	Jack Danielson's	753-7753

MAIN STREET

Court Street to Tompkins/Port Watson

64	* Marketplace Mall	
	* Beltone Hearing Center	753-8266
	* Beyond Balloons	756-4026
	Connie Gamel Beatique-Suntique	753-1488
	Court Street Cafe	756-5395
	* Cortland Copy Plus	756-5540
	* Cortland Fitness Center	756-4013
	Deer Valley Natural Foods	756-8811
	* Elite Coach Limousine	753-3456
	Kelley Temporary Service	756-4250
	* Lotsa Knots Gifts	756-4568
	* Mutual of Omaha	753-7427
	* Shirts 'N Things	753-0693
65	* First National Bank of Cortland	756-2831
79	American Pie	
83	Ice Cream World	753-1334
85	Pedal-Away Bicycle Shop	753-0945
87	Leonard's Style Shop	753-0350
88	Cortland Post Office	753-0266
91	Frank Hoxie Jeweler	756-2192
93	Harts and Flowers	756-9963
96	* The Dark Horse Tavern	753-6513
99	N.Y. State Department of Labor	756-7585
101	Armed Forces Recruiting	756-6122
102	Friday's Neighborhood Tavern	

103	Woodman's Pub	756-9531
104	Bagels Northeast of Cortland	753-6102
105	Gringo's Mexican Eatery	756-8751
107*	Harold's Men's and Boy's Wear	756-5951
110*	Cortland Standard	756-5665

SOUTH MAIN STREET

Tompkins Street - South

112	A Pizza and More	753-7527
117	Convenient Food Mart	753-7616
122	Messenger Barber Shop	753-7144
124	Valley Ceramics	756-7837
129	United Way For Cortland County	756-5639
130	Cortland One-Hour Photo	753-5639
132	Tub's Spiedies	753-9655
133*	Cortland Camera Shop	753-5981
134	Decors by Alex	753-1080
136	Cortland Sports Card Plus	756-8606
137*	King Submarine Shop	753-7092
138	Salvation Army Corp.	753-9363
139*	The Tavern	756-8109
141	Main Street Barber Shop	756-9211
148	The Coliseum	753-6666
149	Cinema I & II	753-3330

PORT WATSON STREET

10	Frank & Mary's Diner	756-2014
24	Recreation Alley's	753-9339
39	Cortland County Democratic Committee	756-6833

TOMPKINS STREET

1	Wordservice	753-8875
3	Mid-City Shoe Repair	753-7080
5	Blind Dog	756-5926
7	Wild Hair	753-9045
16	Fitzgerald/Taylor/Pomeroy & Armstrong	756-7501
18*	Ciaschi/Dietershagen/Schaufler & Mickelson	753-7439
18	George B. Bailey Agency Inc.	756-2805
22	YMCA	756-2893
34	Cortland County Chamber of Commerce	756-2814
34	Cortland County Convention and Visitors Bureau	753-8463
37	The 1890 House	756-7551
46	7-Valley Motel	753-1515
292*	Cayuga Radio Partners	756-2828
294	Rocci's Restaurant	753-0428

IMPORTANT PHONE NUMBERS :

Aid to Women Victims of Violence	756-6363
Alcohol Services	756-4167
Ambulance	756-7564
Cortland City Police	753-2811
Cortland County Sheriff	753-3311
Cortland Fire Department	756-5612
Cortland State Emergency Squad	753-4111
Cortlandville Fire Department	753-3243
Counseling Center	753-4728
Hospital	756-7525
NYS Police	756-5604

Your Important Phone Numbers

Name

Address

Number

